

**SOUTHEASTERN MICHIGAN HIV/AIDS COUNCIL
EXECUTIVE COMMITTEE
DETROIT HEALTH DEPARTMENT ROOM 7TH FLOOR CHAPEL
June 11, 2003
3:00 P.M. –5:00 P.M.**

MINUTES

Chairperson, Jeffrey Hawkins, called the regularly scheduled meeting of the Executive Committee of The Southeastern Michigan HIV/AIDS Council to order at 3:20 PM in the 7th Floor Chapel of the Detroit Health Department on Wednesday June 11, 2003. Today's agenda and the minutes of May 14, 2003 were read and approved.

Present

Jeffrey Hawkins, Chairperson

Elizabeth Dawsey, Co-Vice Chairperson

Maxine Lee, Co-Vice Chairperson

James Knox

Keith Meeks

Calvin Scarber

Catherine Williams

Michael Parent

Disease Control

Mallory Waldman

SEMHAC Staff

Karla Handley, Sr. Program Consultant

Health Department Staff

Jewel Martin, HIV/AIDS Administrator

Cynthia Marshall, HIV/AIDS Program

Lorraine Dragun, HIV/AIDS Program

Dr. Melinda Dixon, Medical Director,

CHAIRPERSON'S REPORT

Jeffrey Hawkins will meet with Dr. Naseru next week to develop a Memo Of Understanding regarding the responsibilities of the Grantee as they relate to the Council. A job description for the Coordinator's position will be posted soon. The description may be revised to ensure that the right person is recruited for the job. The Project Office has been contacted and is preparing for training of SEMHAC Council members which will take place in late July or Early August . Jeff requested that memos be submitted to him if there are areas that anyone feels need to be addressed. He also announced that he has been appointed to the board of an organization that receives funds from Ryan White, so he declared his "conflict of interest".

GRANTEE'S REPORT

Positions for Coordinator and Program Assistant will be posted as soon as job descriptions are received. Jewell Martin introduced Lorraine Dragun, the new Quality Manager, who will be responsible for Process Improvement. Jewell discussed the new structure for the HIV/AIDS program, which has been broken down into four areas: Prevention, Care, Housing, and Quality Improvement. Cynthia Marshall reported that although the Prioritization and Allocation Committee met yesterday, they chose not to vote on a required reallocation of \$152,654 because the committee's chair was not present. She asked that the Executive Committee vote on how the money should be reallocated. Cynthia explained that there was an increase of \$100,000 in MAI (used to be Congressional Black Caucus), which is allocated to mobile primary care, case management, and treatment adherence. The program involves having a nurse and a doctor, in conjunction with Outreach, go into the community to work with MSMs and the temporarily incarcerated who are at risk.

COMMITTEE REPORTS

Needs Assessment: Mallory Waldman is stepping down as Co-Chair, but will remain involved. Jonsea Nelson was elected by the Needs Assessment Committee to replace her. The Council Chair, Jeffrey Hawkins, approved Jonsea's appointment.

Long Range Planning: Keith Meeks announced a four hour planning meeting on June 16, and requested that all Committee Chairs be present.

PWC: Calvin announced that he may be resigning from the Council, but he has not made a final decision yet. The Executive Committee will be kept informed of his decision.

Nominations & Bylaws: At tomorrow's Bylaws meeting the finished product will be reviewed. The Executive Committee was asked to offer comments about the revised Bylaws, but none were forthcoming. After a short discussion about the fact that the Mayor has not appointed our 2003 Nominees yet, the Chair, Jeffrey Hawkins, stated that HRSA considers the nominees to be Council members whether or not the CEO has officially appointed them.

E valuation: No Report

Resource & Development: Per Joy Schumacher, the cost of food for the EMA needs to be kept down. We need to be cautious about the amount of spending. Per Jeff, providing food is a courtesy, not a mandate. We spend a higher amount on food than any other EMA in the country.

Media/Marketing: James Knox relayed the information that his committee had discussed the idea of asking Brent Carpenter, a reporter with Between The Lines, the state's weekly LGBT newspaper, to print a 'human interest' story about the PWC Committee in BTL. The response from one of the PWC chairs was less than enthusiastic. More discussion about the topic will take place between the two committee's chairs.

NEW BUSINESS

Reprioritization: Joy Schumacher suggested that the \$152, 654 be reallocated to Information Resources. Mallory Waldman suggested that the money be used to broaden treatment adherence. A motion was made by Joy, and was carried, that the entire amount be reprioritized to Information Resources, with the thought that it would move the council toward reaching goal # 6 as stated in the Comprehensive Plan.

NEXT MEETING is Wednesday, July 9, from 3-5 PM in the 7th Floor Chapel of the Detroit Health Department.

ADJOURNMENT

Meeting was adjourned at 5:00 PM.

Minutes transcribed by Karla Handley_____ Date_____

Co-Chair Signature_____ Date_____